

## **San Francisco/Bay Area LGBTQ Youth Organization Seeks Communications and Development Coordinator (1 FTE)**

### **Organization Description**

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services annually to over 1,200 lesbian, gay, bisexual, transgender, queer, questioning and allied (LGBTQQA) youth 24 years old and under. LYRIC's mission is to build community and inspire positive social change through education enhancement, career trainings, health promotion, and leadership development with LGBTQ youth, their families, and allies of all races, classes, genders, and abilities. LYRIC has a budget of approximately \$1.3 million, and 13 full-time and five part-time employees.

### **Position Summary**

LYRIC is seeking an innovative, committed Communications and Development Coordinator (1 FTE) to co-create the design and support the implementation of LYRIC's communications and fund development goals. The Coordinator will: (1) spearhead the expansion of LYRIC's communications and grassroots fundraising initiatives – aligning LYRIC's values of social justice, learning, and leadership development to our communications and fund development practices; (2) support LYRIC's core fund development activities; and (3) manage data and logistics for LYRIC's communications and fund development strategies. The Communications and Development Coordinator reports to LYRIC's Executive Director.

### **Responsibilities**

- Develop and implement a grassroots fundraising plan to: (1) engage potential funders/donors/supporters and strengthen existing relationships with current funders/donors/supporters; and (2) nurture LYRIC's organization-wide culture of fundraising
- Develop and implement a complimentary communications plan to: (1) highlight LYRIC's vision and community impact; (2) strengthen the organization's external messaging; and (3) cultivate donor relationships
- Craft key organization-wide messages and manage their distribution through various print media (organizational collateral, bi-annual report, direct mailings, etc.) and digital channels (*Lavender Express* E-News, LYRIC.org, social media, etc.), coordinating consultants and vendors as needed
- Maintain and build fund development best practices, systems, procedures, and policies, including those related to donor database management (Raiser's Edge) and gifts processing/entry/tracking/acknowledgement
- Strategize, plan, facilitate, and support communication and fund development sessions with and for board, staff, community members, and occasionally youth (including trainings, working groups, call nights, etc.)
- Compose strong, effective internal and external communications content and correspondence with audience-specific styles, grammar and tones
- Work as external agency representative, as needed, including engaging community at various events and serving as LYRIC's liaison to beneficiary events and beneficiary event organizers
- Manage and build the agency's media portfolio by maintaining list of media outlet relationships and contacts, cataloging LYRIC news pieces, writing stories, and preparing press kits
- Work with Executive Director to project and track the fund development-related revenue and expenses of the agency's annual budget, including quarterly fiscal reconciliation and annual audit preparation with Fiscal Manager
- Attend agency staff meetings and Board meetings, as needed
- Perform other duties as assigned to fulfill the mission of LYRIC

### Qualifications:

- Two+ years of professional experience, preferably in a non-profit environment
- Bachelor's degree from an accredited college or university with preference for English, communications, journalism, marketing, public relations, or other relevant subject
- Creative and innovative approach to fundraising and ability to link organization's mission, programs, and priorities with donors' interests in giving
- Familiarity with LGBTQ giving culture
- Experience in communications planning and implementation of diverse communication strategies
- Excellent written communication skills (English); ability to compose, edit, and proofread materials
- Strong verbal communication, presentation skills
- Extensive computer proficiency with Microsoft Office Suite
- Graphic design experience; proven experience using graphics and web development tools, including Publisher, Wordpress, basic HTML
- Experience working with Social Media (i.e. Facebook, Twitter, etc.) on behalf of an organization, desired
- Knowledge of Raisers' Edge or other fundraising database, desired
- Excellent project management and planning skills. Attention to detail and the ability to prioritize and execute multiple projects within deadlines. Self-motivated. Ability to hold yourself accountable for your own work
- Ability to work in a fast-paced environment; highly organized
- Experience with budgeting and fiscal management
- Highly positive and enthusiastic style
- Commitment to ongoing self-improvement
- Commitment to the mission and philosophy of LYRIC
- Passion and commitment to fostering healthy LGBTQ youth and ability to work in a supportive role within protocols that prioritize youth development principles and organizational capacity
- Knowledge of youth issues, particularly those affecting LGBTQ youth
- Commitment to youth development, social justice and anti-oppression principles and practices
- Ability to interact with colleagues, LYRIC constituents, and other external audiences with a pleasant and effective manner
- Experience and competencies in working in a multiracial, multicultural environment.

### Salary

**\$39,000 - \$40,950 per annum.** Position includes full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee and children; generous holiday, vacation, sick, and personal leave; annual \$500 Health and Wellness supplement and flexible schedule to support work/life balance. Position may be eligible for deferment/cancellation of Perkins Student Loans.

*LYRIC is an equal opportunity employer. Applications from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, and people with disabilities are strongly encouraged.*

### To Apply

To apply, please send an email to [careers@lyric.org](mailto:careers@lyric.org). Put "Communications/Development Job" and your name in the subject line, and include as attachments (in .pdf format if possible):

1. Cover letter with full contact information.
2. Résumé

You will be notified when your application is received. We will contact you if we wish to talk with you about the position. Due to the high volume of applications we expect to receive, we ask that you **do not contact us** about the position unless we have invited you to move forward with the application process. At that time, we will be happy to answer any questions.

*The application process will include several steps:*

1. Each applicant will be notified by email that the application was received.
2. Selected applicants will be emailed several questions and asked to provide written answers.
3. Selected applicants will then be invited to LYRIC for an interview with members of the hiring committee.
4. If necessary, a second interview with the hiring committee will be conducted.
5. An offer will be made to one applicant.

*Applications are being accepted now and the position will remain open until filled. We will post a notice on the LYRIC website ([www.lyric.org](http://www.lyric.org)) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.*